



City Colleges of Chicago
Harold Washington College



Certificate: Basic Certificate in Business - Management & Marketing

STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Potential
Required Credit

Intro to Business (BUS 111) [BU001]

3.00

(College credit by examination may apply. Introduction to Business - Survey of modern US business, analyzing organization and types of businesses, major business functions, business and the environment, roles played by business and consumers in the economy and various economic systems. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week.)
{DANTES Code = 03.10.07}

Business Mathematics (BUS 141) [MH071]

3.00

(College credit by examination may apply. A course above MATH 118 General Education Mathematics may apply here. Business Mathematics - Review of basic arithmetic principles, application of arithmetic operations to business forms and to analysis and solution of problems of percentage, markup, and markdown, discounts, interest, prorating, life and property insurance, taxation, and payrolls. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week.)
{DANTES Code = 14.02.01}

General Education Electives

3.00

(Select one of the following courses:

English 101: Composition 3
Speech 101: Fundamentals of Speech Communication 3
Speech 160: Business and Professional Speech 3

College credit by examination may apply. Visit the HWCC website for a description of these courses.)
{DANTES Code = 04.10.00 or 11.07.00}

Business Course Requirement

3.00

(One of the following Business courses:

Business 231: Principles of Marketing 3
Business 236: Advertising 3
Business 237: Selling 3
Business 258: Small Business 3
Business 269: Principles of Management 3

College credit by examination may apply. Visit the CCC/HWC website for a description of this course.)

Business Electives**6.00**

(Choose any two additional Business courses (6 credits). College credit by examination may apply. Visit the CCC/HWC website for a description of this course.)

{DANTES Code = most 03.XX.XX series}

Excess or Duplicate Credit

TOTAL	18.00	0.00
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Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.

- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree

requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

City Colleges of Chicago, Harold Washington College (CCC/HWC) General Information:

City Colleges of Chicago, Harold Washington College was founded in 1962 as Loop College, and was placed in the heart of the downtown business district to serve Chicago's business community through a broad spectrum of courses, two-year degrees, and certificate programs. Some of the academic programs that were offered during this period included business, data processing, and various course options within the human services profession. In 1987, the college's name was changed to commemorate Chicago's late Mayor Harold Washington. From its beginning, this has been a comprehensive college, offering students the traditional transfer-oriented liberal arts and sciences curricula as well as career and vocational programs.

Today's student body displays a diverse mix of cultures, backgrounds, purposes and academic interests.

The Center for Distance Learning (CDL) coordinates college-credit distance learning courses for the City Colleges of Chicago and is headquartered at Harold Washington College. CDL offers more than 90 college credit courses, including courses in business, computer science, economics, English, foreign language, geography, history, humanities, information technology, philosophy, political science, psychology, science, and sociology. Distance learning courses have the same prerequisites, as well as the same academic requirements and transferability, as traditional college credit courses. A student who completes a CDL course receives credit equivalent to the same course taught in the traditional classroom format.

Continuing education classes are approved by the Illinois Community College Board and carry Adult Education Units (AEU) of credit, which are applicable to a certificate (but not to an Associate Degree). HWC offers approved courses in business, general studies, adult basic education, and technical, occupational, health, and remedial program areas. A sampling of recent courses ranges across such areas as business, computer training, financial planning, fine arts, foreign languages, investments, management, medical training, music, phonics, photography, real estate, and sign language.

Harold Washington College is operated under the auspices of the Illinois Community College Board District 508. Harold Washington College is accredited by the Higher Learning Commission and is a member of the North Central Association.

Tuition per course: (Subject to change): For Chicago residents, the in-district rate is \$62.00 per credit hour; the out-of-district tuition rate is \$167.21 per credit hour, payable in addition to the in-district rate. The distance delivered courses is \$154.00 per credit hour, plus a \$50 tech fee per course. The online delivered courses is \$135.00 per credit hour. The military rate may vary if located at Fort Campbell, KY or Charleston SC.

In order to qualify for the listed certificate, the student must:

- I. Complete 18 semester hours.
- II. Complete all requirements for the curriculum.
- III. Earn at least 15 credit hours at Harold Washington College.

To discuss your next step toward earning this degree with CCC/HWC, contact:
Program Coordinator: Professor Stewart Cohen, Business Department, Room 301-H,
Phone #: (312) 553-5700
City Colleges of Chicago
30 East Lake Street
Chicago IL 60601
Phone: (312) 553-5600
<http://hashington.ccc.edu/main.asp?section=pgms&navpage=proginfo>

POLICY NOTES:

The maximum amount of college level testing credit accepted by CCC/HWC for this certificate is 3 semester hours. (Check with CCC/HWC counselors for acceptance of CLEP, DSST, or ECE examinations prior to taking each examination.)

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Transfer credit accepted by CCC/HWC toward this certificate may include up to 3 semester hours of non-traditional credit (military credit or college level testing). An academic residency of 15 semester hours of this certificate must be taken through CCC/HWC.

Evaluation completed by: Charles Morrison

On: 01 August 2007